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DD/Pers-P&C
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3 October 1979

DD/Pers
5E 58 Hqs.

Dave:

Herewith, in response to your request, is a draft of responses to the two questions posed in the OMB memorandum of 12 September relative to supergrade criteria and to establishment of our SIS.

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[REDACTED]
Ch/Admin Group/O/Compt
4E 20 Hqs.

[REDACTED]

Distribution:

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QUESTION: What criteria are used by your organization to determine the grade and assignment of your senior-level personnel?

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The policies and procedures for the management of senior level personnel are outlined in HR [REDACTED] and HR [REDACTED]. The Director determines who will hold supergrade and SPS rank and allocates the senior level ceiling on the basis of organizational and functional requirements, position analysis and evaluation, including the periodic position management and classification survey conducted by the Office of Personnel.

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Senior level positions are not established on a ratio basis but as a result of review and analysis of the programmatic functions: scope, level and substance of responsibilities, all in relation to organization. The number of validated supergrade positions exceeds the number of personnel who may hold supergrade rank, e.g., limited by supergrade ceiling. CIA for many years used a version of the Factor Comparison Classification technique among other methods for evaluating positions, but more recently has adapted the OPM's Factor Evaluation System for most Agency positions, including supergrades. A special handbook is being developed providing the Position Management and Compensation Division evaluation criteria used to determine SPS and supergrade requirements and corresponding grade levels.

The grade and assignment of the individual officer results from Directorate senior annual comparative evaluation of performance and selection for senior assignments. All promotions to and within the supergrade range are recommended by the Directorate and approved by the

DCI. The employee holds supergrade rank for such time as the Director may determine.

QUESTION: What are your organization's plans for establishing a Senior Executive Service; how will they affect your criteria for executive staffing?

The CIA plans to implement a Senior Intelligence Service (SIS) on 1 October 1979. It will follow basic SES guidelines, but will cover all employees presently holding supergrade, SPS and EP-IV and V rank, both managers and specialists. The SIS positions will be evaluated by PMCD for proper grade SIS-1 through SIS-6, and personnel assigned to SIS positions will generally conform in grade to that of the position. Promotions and the bonus structure will result from Directorate evaluation and recommendation, reviewed and approved by a single Agency board.

The criteria for executive staffing will remain essentially the same. Selection for assignment will continue to be made on the basis of qualifications for the stated responsibility and functional requirements of the position.